

# Budget Request Brief for the 2004-2006 Biennium

*(Submit one form for each request to the Secretary)*

1. Agency name: Virginia Information Technologies Agency 2. Agency code: 136

3. Title of proposal: Administrative Support for General and Special Fund Programs

4. Priority of this proposal: 7 *Insert a number from 1 to 10, with 1 being highest priority and 10 being lowest*

## 5. Description of proposal

With the establishment of VITA in July 2003, several general fund and special fund programs moved under the VITA umbrella. To ensure compliance with federal regulations (Federal Circular A-87), VITA must charge these programs their fair share of VITA administrative services (e.g. accounting, budgeting, HR). This proposal is a request to increase the General Fund program appropriations for the former DTP VGIN program 71105 and Other Services program 71199. Additionally, VITA will need to increase the Special Fund program appropriations for the former DTP VGIN program 71105 and Emergency Communications program 71201, and the former VIPNet program 71104.

## 6. Justification/Rationale/Consequences of not funding

Administrative costs that are not fairly allocated to the General Fund and Special Fund programs must be recognized as federal unallowable expenses. To do otherwise would be contrary to provisions of Federal Circular A-87 and the agency Cost Allocation Plan. If unfunded, these federally unallowable costs would have to be allocated (i.e. charged) to all of VITA's customers increasing VITA overhead charged to customers with no direct benefit received and agencies would need increases to their appropriations in order to pay their VITA bills.

## 7. Resource Requirements

Fiscal year	Dollars		Positions	
	GF	NGF	GF	NGF
FY 2005	\$442,900	\$285,700	0	0
FY 2006	\$442,900	\$285,700	0	0

Approved for detailed submission:

\_\_\_\_\_  
*Signature of Secretary*

\_\_\_\_\_  
*Date*